

TopClass Instructions July 19, 2018

If you have not already created an account, please start at step 1. If you have already created an account, please start at step 8.

1. Go to <https://fsclicensing.txcourts.gov/topclass/>
2. Click on Register Now

SIGN IN

Username

Password

Password

Sign in

Don't Have an Account? **Register Now**


[Is My Browser Supported?](#)

3. Create Login Name
4. Create Password
5. Enter Email Address
6. Enter First and Last Name
7. Click **Register Account**

Register New User Account

i - Fields marked with * must be completed to create a new valid user account
- You can **modify your user account details** after creation via your Profile Settings

* **Login name:**

* **Password:**
 

* **Email:**

* **First name** * **Last name**

By **registering an account**, you agree to the [Conditions of Use](#) and [Privacy Notice](#).


Already Have an Account?

8. Enter Login Name and Password

9. Click **Sign in**

SIGN IN

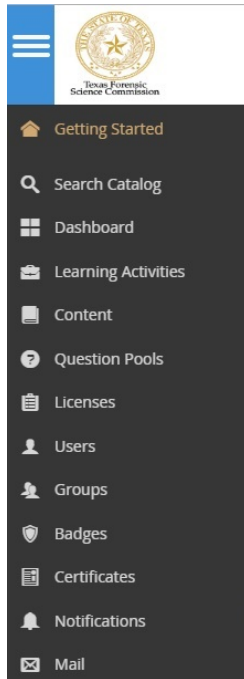
Username

Password
 

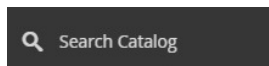
Don't Have an Account?

[Is My Browser Supported?](#)

10. Access far left menu



11. Click “Search Catalog”



12. Click on a License Category


Browse *All Categories*

Provisional Licenses

Regular Licenses

Temporary Licenses

13. Click “Apply” for appropriate license option



LICENSE


Forensic Analyst License

This is the Forensic Analyst License and covers analysts in Seized Drugs, Toxicology Alcohol only (Non-interpretive), Toxicology (General, Non-interpretive), Toxicology (Interpretive), Forensic Biolog...

\$0.00

View prices from \$220.00 1


APPLY 



Regular Licenses

14. Click “Select” to choose the license


Catalog Home / Regular Licenses


LICENSE

Forensic Analyst License

This is the Forensic Analyst License and covers analysts in Seized Drugs, Toxicology Alcohol only (Non-interpretive), Toxicology (General, Non-interpretive), Toxicology (Interpretive), Forensic Biolog...

Select a licensing path to follow for the license



Regular Forensic Analyst License Application

Select

View Path Contents ▾

Back

Reset

Submit

15. Once chosen, an arrow will appear below the license’s title

Catalog Home / Regular Licenses


LICENSE

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Regular Forensic Analyst License Application

Select

View Path Contents ▾


Back

Reset

Submit

16. Click “Submit”

Catalog Home / Regular Licenses


LICENSE

Forensic Analyst License

This is the Forensic Analyst License and covers analysts in Seized Drugs, Toxicology Alcohol only (Non-interpretive), Toxicology (General, Non-interpretive), Toxicology (Interpretive), Forensic Biolog...

Select a licensing path to follow for the license

A

✓

Regular Forensic Analyst License Application

Select

View Path Contents ▾

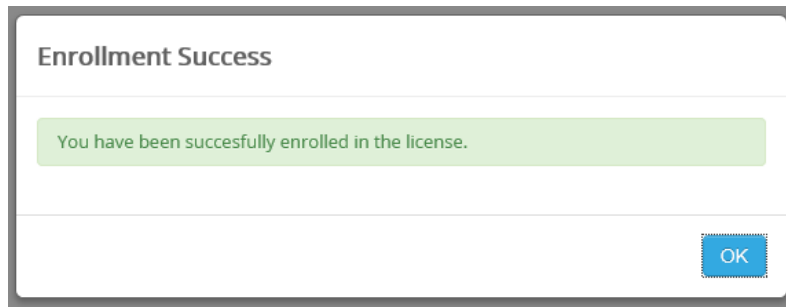
Back

Reset

Submit

17. Message – “You have been successfully enrolled in the license”

18. Click “OK”



19. You are then taken to Licenses, where your license choice will be displayed.

20. Click on License Title

Licenses

Title ▾	Licensed	Licensed Until	Due By	Application
Forensic Analyst License	No	Not Licensed		

21. Click on “Apply”

Forensic Analyst License

Description
This is the Forensic Analyst License and covers analysts in Seized Drugs, Toxicology Alcohol only (Non-interpretive), Toxicology (General, Non-interpretive), Toxicology (Interpretive), Forensic Biology/DNA, Nucleic Acids other than Human DNA, Firearms/Toolmarks, Document Examination, and Materials (Trace).

License must be completed by:

Overall progress

Regular Forensic Analyst License Application

Mandatory Items
Mandatory items can be completed in any order.

Title	Type	Status	Action
General Forensic Analyst License	Online	None	APPLY

Application Fees

Title	Type	Price	Action
Regular License Application Fee - Analyst	Other Activity	None	

Final Exams

Title	Type	Status	Action
General_Forensic_Analyst_Licensing_Exam	Online	None	

22. Click on “Launch”

Learning **1** ADD

The list of your **current** Learning Activities. You can view your **completed** Activities from your [Training History](#).

Search

Sort on ▼

General Forensic Analyst License

Launch ▼

Not Started

Sort on ▲

23. Begin your General Application

General Application Questions

Welcome to the Texas Forensic Science Commission's online licensing application process. Before you begin entering your information into the required fields, please note the following:

The application is lengthy and includes all sections required for you to qualify for a license. As a result, we strongly recommend saving your application periodically throughout the process. It is not necessary for you to fill the entire application out in one sitting as the system allows you to save your progress and return to the application at a later time.

It is your obligation to provide all requested information to the best of your ability. In submitting information to the Commission, you are verifying that you have answered all questions completely and truthfully and that all information provided is accurate.

If you have any questions regarding the questions posed in the application, or any technical difficulties with the application, please contact licensing specialist Brian Keenan at licensing@fsc.texas.gov or 512-463-1521.

24. Click "Next"

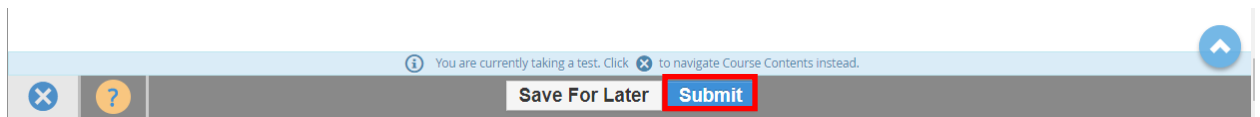


25. Click "Start"

General Forensic Science Licensing Application



26. Once Application is completed, click "Submit"



27. The completion of your Application.

General Forensic Science Licensing Application

Thank you for submitting your General Texas Forensic License Application. A licensing specialist will review your application and assess whether you have met the qualifications for licensure. You may be contacted with requests for follow-up information as needed.

You may export and save your application by clicking the "Export" button below.

Your license will not be granted if the applicable license fee is not paid or if you have not passed the applicable exam. To pay the fee, please click the "Exit" button below, add the appropriate license to "Your Cart", and then follow the on-screen instructions. To schedule the applicable exam, please contact the exam proctor designee in your laboratory.

If your contact information changes for any reason, please contact the Texas Forensic Science Commission. You may check the status of your application by logging into your TopClass account.

If you have any questions, please contact licensing specialist Brian Keenan at licensing@fsc.texas.gov or 512-463-1521.

Export Application

Return to homepage

28. Paying for your License. Click “Add to Cart”.


Application Fees			
Title	Type	Price	Action
Regular License Application Fee - Analyst	Other Activity	None	ADD TO CART 


29. Click the shopping cart at the top of the page.



30. Click “Secure Checkout”.



Shopping Cart

TOTAL: \$225.20 

	Regular License Application Fee - Analyst	\$220.00 Edit Quantity: 1 REMOVE SAVE FOR LATER
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TEXAS.GOV PRICE: \$225.20

[View Full Cart](#)
[My Purchase History](#)
[My Saved Items](#)

 **SECURE CHECKOUT** 

31. Follow the payment instructions on the payment screen and then click “Pay via Texas.gov”.

32. You will then be taken to the Texas.gov website to complete the payment process.

33. If you have a coupon code because your laboratory is paying your licensing fee, please enter it in the coupon code box and click “Apply”. These codes will be sent to your laboratory and distributed by your laboratory.

PAYMENT

Do you have a coupon you
would like to use?

Please note only one coupon can be
used per order.

Enter coupon code here

Apply

Pay via Texas.gov